

## Required Checklist A: Additional Documents Checklist

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All required additional documents are due via email to [serve@wisconsin.gov](mailto:serve@wisconsin.gov) or in the Serve Wisconsin office at 1 W. Wilson St., Room B274, Madison, WI 53703, by **4:30 PM CT on November 5, 2018**. For each document you submit, please (1) clearly title each document, and (2) include a header or title that includes the legal applicant name in each document.

**Legal Applicant Name:**

**AmeriCorps Project Name:**

**Organization's DUNS Number:**

**Application's Primary Contact Person:**

### **REQUIRED DOCUMENTS FOR ALL APPLICANTS (NEW, RECOMPETE, CONTINUATION)**

- ☐ **Audit:** A copy of the most recent single audit for your organization, your organization's most recent financial audit or other financial statements if you have not had an audit. If a management letter was provided as part of your audit, it must be included with the audit you provide. Wisconsin state agencies and universities do not need to provide the State audit.
- ☐ **Evaluation report:** If required, the applicant must submit an evaluation report. Please see the Evidence Tiers definitions in section 8.0 and section 2.3.3.E of RFP for further information.
- ☐ **Labor union concurrence** (if applicable) Please see the RFP to determine if a labor union concurrence is required.
- ☐ **Federally Approved Indirect Cost Rate Agreement** (if applicable)
- ☐ **Federal debt delinquency** (if applicable): Applicants delinquent on federal debt must submit a complete explanation in Word or PDF format.
- ☐ **Cost Allocation Plan** (if applicable)
- ☐ **Permission to use federal funds as match** (if applicable): If using other federal funds for match, documentation from the other federal entity showing that those federal funds are permitted to be used as match on an AmeriCorps grant
- ☐ **Required Additional Checklists:**
  - ☐ **Additional Checklist A: Additional Documents Checklist** (this form)\*
  - ☐ **Additional Checklist B: Budget Checklist** (N/A for Fixed-Amount and EAP applicants)
  - ☐ **Additional Checklist C: Alignment with Wisconsin State Service Plan**

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\* *Though we expect you to submit this checklist with your documents, failure to include it will not disqualify an application*

**REQUIRED DOCUMENTS FOR NEW/RECOMPETE APPLICANTS ONLY (N/A CONTINUATION APPLICANTS)**

In addition to the required documents on page one, New and Recompete Applicants must submit the following additional documents.

- ☐ **Evaluation briefs, reports, studies.** Please refer to section 2.3.3.B.2 and section 8.0 of the RFP for instructions for each evidence tier.
- ☐ **Organizational chart**
- ☐ **IRS Determination letter, and any amendments, reflecting approval or denial of tax-exempt status** (if applicable)
- ☐ **Financial Management Survey**

**Priority-Specific Required Additional Documents (if applicable)**

- ☐ **Rural Intermediary:** Letters of support from the consortium members

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Please double check your additional documents submission to ensure all of the required additional documents are included. The contact person(s) listed on the Notification of Intent to Apply will receive an email confirmation from the RFP Manager when the additional document packet is received by Serve Wisconsin.